[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Termination Letter

This template provides general wording only and is not legal advice. Check the wording against your agreement and the rules that apply to you before you use it.

[Date]
From: [Your full name], [Your address]
To: [Name of the recipient], [Address of the recipient]
Dear [Name of the recipient],
Re: Termination of [Employment / contract / service arrangement, as applicable]

1. Parties and reference

From: [Your full name or organisation name] **To:** [Name of the recipient]
Agreement or employment: [Reference number or title of the agreement or employment]
Dated: [Date] **Role or service:** [Job title or description of the service]

2. Notice and reason for termination

This letter gives notice that the [Employment / contract / service arrangement, as applicable] in section 1 will end on [Effective date of termination].

The reason for this termination is: [Reason for termination, for example: end of a fixed term, completion of the work, or the reason recorded in the agreement].

3. Effective date, notice period and final settlement

The notice period is [Length of the notice period], as set out in [Agreement, contract, or policy that sets the notice period]. Notice is given on [Date notice is given] and the [Employment / contract / service arrangement, as applicable] ends on [Effective date of termination]. Any payment in place of notice will be [Amount or description of any payment in place of notice, if any].

Any final amount due will be paid as follows: [Amount due and date and method of payment]. This includes [Description of what the final payment covers, for example: unpaid salary, unused leave, or outstanding fees]. Any amount owed by [Name of the recipient] will be settled as follows: [How any amount owed by the recipient will be settled].

4. Handover and return of property

By [Date for handover], [Name of the recipient] must hand over [Work, files, or duties to be handed over] to [Name of the person receiving the handover] and return all property belonging to [Your full name or organisation name], including [List of property to be returned, for example: keys, equipment, documents, or access cards].

If you have any questions about this letter, please contact [Name of the contact person] at [Contact number or email address]. Thank you for your work under this [Employment / contract / service arrangement, as applicable].

Signature: _____ **Date:** [Date of signing]
Full name: [Your full name] **Role:** [Your role or job title]
Acknowledged by: Signature: _____ **Date:** [Date of signing]
Full name: [Name of the recipient] **Role:** [Role or job title of the recipient]